



Job Opportunity Bulletin

Student Assistant

(Pending Hiring Freeze Exemption)

Tenure/Timebase:	Temporary/Intermittent
Office/Location:	California Commission on Teacher Credentialing Executive Office 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	\$1,362 - \$1,814/month
Final Filing Date:	July 1, 2004 or until filled
Contact:	Maureen Henkelman (916) 322-0695

DUTIES:

Under the supervision of the Staff Services Manager I, in the Executive Office, the incumbent is responsible for the following duties:

- Screen incoming calls and visitors of the Executive Office; research caller inquiries and provide assistance or direct to the responsible staff. Identify information and data needed as a result of sensitive calls; gather information and data for the Executive Director's attention.
- Assist the Executive staff on special reports or projects assigned by the manager. Obtain data and statistics for reports through independent research, obtained from the Internet, media searches, and other resources.
- Assist in reviewing and analyzing incoming correspondence and inquiries regarding highly sensitive Commission issues. Establish due dates, maintain suspense file and monitor correspondence assigned to senior staff for response.
- Responsible for preparation and assembly of the Commission's Friday mailing to the Members and senior staff.
- Other related duties consistent with the goals and objectives of the projects to which student(s) are assigned, and with the mission of the California Commission on Teacher Credentialing.
- Assist the manager in preparing the Director for speeches and presentations by gathering information, statistics and reports.
- Maintain log on publications and memberships for the Executive Director. Evaluate and order supplies for Executive Office as needed.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Ability to work independently and in a team environment
- Good attendance, punctuality, and work attitude
- Ability to safeguard confidential and sensitive information
- Strong communication and interpersonal skills
- Ability to maintain a courteous professional demeanor

WHO MAY APPLY:

Individuals who possess the qualifications listed above and can show proof of enrollment as a student in a college or university may apply. The appointment is subject to State Hiring Freeze procedures.

IMPORTANT NOTE:

Interested applicants must submit a State Application (STD 678) to the above address, Attn: Maureen Henkelman. The applications will be screened and only the most qualified applicants may be invited for an interview.

The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.